

CONFIDENTIAL

8 March 1954

MEMORANDUM FOR: DIRECTOR OF CENTRAL INTELLIGENCE
VIA: Deputy Director/Intelligence
FROM: Assistant Director, Collection & Dissemination
SUBJECT: CIA Classification Control Program

1. PROBLEM:

To make possible the achievement of full Agency-wide compliance with Executive Order 10501, on the Security of Classified Documents, by creating in OCD a position at appropriate level to handle the workload.

2. FACTS BEARING ON THE PROBLEM:

- a. Executive Order 10501 required that each Agency of the Federal Government designate persons to be responsible for the implementation of the policies contained in the Order.
- b. CIA Notice [] fixed responsibility for the program on the AD/CD who in turn was required to appoint an individual to the position of CIA Classification Control Officer.
- c. The Executive, OCD, has been serving as CIA Classification Control Officer ad interim; while continuing, concurrently, to perform his regular duties as general manager of an Office comprising some [] persons.

3. DISCUSSION:

- a. The Executive Order requires that each federal department or agency designate an experienced person, as Classification Control Officer, to (1) coordinate and supervise the activities applicable to their department or agency under the Order, (2) to maintain active training and orientation programs for employees concerned with classified defense information and to impress each employee with his individual responsibility for exercising vigilance and care in complying with the provisions of the Order, and (3) to establish adequate and effective inspection programs to the end that the provisions of the Order are administered effectively.

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- b. The volume of classified material handled by CIA, and the sensitivity of the Agency to any criticism of its security controls, make it essential that the post of Classification Control Officer be established as a full-time job, and that the person appointed to this post be one who possesses (1) detailed knowledge of the Agency and of its document problems, plus (2) first-hand knowledge and experience of the Security Office of CIA.
- c. The post of Top Secret Control Officer carries with it duties and responsibilities which are closely comparable to those of the Classification Control Officer. It is feasible to combine the two functions in a single position, which should be established at grade GS-15 in order that it may be held by an officer of wide knowledge, experience, general maturity, and good judgment.

4. ACTION RECOMMENDED:

It is recommended that OCD's T/O be increased by one position, assigned from the Director's reserve, for the purpose of achieving effective implementation of the Executive Order. The position to be set at grade GS-15, subordinate to the Executive/CD, and carry with it the dual responsibility of CIA Classification Control Officer and CIA Top Secret Control Officer.

[Redacted Signature]

James M. Andrews

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CONCURRENCE:

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[Redacted Signature]
Director of Security

ACTION BY APPROVING AUTHORITY:

APPROVED:

[Redacted Signature]

Deputy Director/Intelligence

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MIS # 131

Return to Personnel

APR 15 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)
THRU : Comptroller
SUBJECT : Establishment of New Position of CIA
Classification Control Officer, OCD

The proposal of the AD/CD to establish the new position of CIA Classification Control Officer, GS-15, has been reviewed from a classification standpoint and determined to be properly allocable to the GS-14 level. Verbal concurrence of the Executive, OCD, has been secured on the GS-14 allocation.



Harrison G. Reynolds
Assistant Director for Personnel

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APR 15 1954

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Budget's return*

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Management Officer
Office of the Comptroller

DATE: 31 March 1954

FROM : Chief, Budget Division

SUBJECT: CIA Classification Control Program

1. Memorandum dated 8 March 1954 from the Assistant Director, Office of Collection and Dissemination requests that OCD's T/O be increased by one GS-15 position in order to implement Executive Order 10501 and that this slot be assigned from the DCI Reserve.

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2. This Office has no objection to the increase of this one position to the current OCD T/O and any funds required for fiscal year 1954 will be so small it can be readily absorbed within budgeted funds for OCD.

3. If this is approved fiscal year 1955 funds can be made available by adjustment of the allowances of OCD.



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